

**Seventh Judicial Circuit Court
Genesee County**

Notice of Vacancy: Friend of the Court

The Seventh Judicial Circuit Court of Michigan is seeking applications from qualified candidates for the position of Friend of the Court. Under the general direction of the Chief Judge, the Friend of the Court establishes and implements policies and procedures to ensure the optimum enforcement of court orders relating to custody, child support and parenting time, concerning domestic relations matters involving minor, dependent children. In addition, the Friend of Court monitors such orders in accordance with applicable statutes and court rules; investigates and reports to the Court upon request; and prepares and presents budget recommendations and other documents related to the administration of the office of FOC. In connection with such duties, the Friend of the Court directs the activities of an FOC staff of approximately 100.

The appointment of the Friend of the Court is made by the Chief Circuit Court Judge, with the majority approval of the circuit, probate, and district court judges from areas served by the Friend of the Court. The Friend of the Court is an at-will employee.

Minimum qualifications include a law degree with membership in good standing in the State Bar of Michigan and five (5) years experience in family law or a masters degree in Social Work, Public or Business Administration or related field and seven (7) years of progressively responsible administrative experience, preferably in a court setting.

Interested applicants must submit a detailed resume, including certified copies of transcripts to:

Genesee County Human Resources
1101 Beach Street, Room 337
Flint, Michigan 48502
ATTN: Jack Witt, Human Resources Director (FOC Vacancy)

The application deadline is Wednesday, May 31, 2006.